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| **Prescribed Use of 1-2MP in MDHS 25**  **Audit of Records Cover Sheet** | |  |
| Annual Audit | 1 January 20XX to 31 December 20XX | | |

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| **Name:** |  | |
| **Membership no:** |  | |
| **Instructions for completion:** | | |
| Please complete Section 1 by ticking the relevant boxes.  Section 2 must be completed only if there have been exceptional circumstances. | | |
| **SECTION 1 – ROUTINE RECORDS** | | |
| I enclose the following records: | | |
| 1. Local Standard Operating Procedure | |  |
| 1. Individual Work Record Sheet for each job | |  |
| **SECTION 2 – EXCEPTION RECORDS** | |  |
| I enclose the following records: | |  |
| 1. Records of any discrepancies between the amount of sampling media ordered and returned to the lab *(Ref. SOP paras 5.2, 9.1, 10.1, 11.1, 11.2)* | |  |
| 1. Records of whole consignments of sampling media returned to the laboratory to be destroyed. *(Ref. SOP para 12.4)* | |  |
| 1. If you have used a laboratory other than HSL, RPS Laboratories Ltd or IOM Consulting Ltd:-   Written confirmation from the laboratory that they hold a Home Office licence to possess and supply Schedule 1 drugs. *(Ref. SOP para 4.1, 4.2)* | |  |
| 1. Any other incidents. *(please specify)* | |  |